

Dear Parents and Guardians,

Emerging Technologies and Internet Privacy

This school is committed to provide a technology rich environment for every student as our learning community knows that the use of Information Communication Technology today is a fundamental adjunct to successful learning.

Every student can access two new powerful online productivity and collaboration platforms that are central to how we teach and learn. These platforms, **Google Apps for Education** and **Microsoft Office 365**, provided at no cost to parents, allow students to create and access work on any device at any time. They also fully integrate with our schools online learning management system, **Schoology**.

Google Apps for Education provides a student email service. This service is managed by our Directorate to ensure security and enable oversight. Students also receive access to a new home-use licensing agreement with Microsoft and are able to download and install **Office Pro Plus** on up to 5 personal computers or devices.

As **Google Apps for Education** and **Microsoft Office 365** require some personal information of students in order to provide the service, and that information will be stored in a location outside of the Education and Training Directorate; we seek your consent to provide access to your child.

The Student Privacy Information sheets attached to this letter provide clear information on any student data that may be collected by these services, how the data is stored, used and deleted.

Our school registers with a number of web based service providers that are beneficial for student learning and we do so from revenue from your voluntary contributions. We have attached an additional recently updated permission note seeking your consent to make us of such platforms.

We will use both **Google Apps for Education** and **Microsoft Office 365** from mid-way through this term and ask that notes are returned by Friday 22nd of May. We appreciate your assistance with these matters and are happy to answer any questions that you may have concerning the use of these platforms. Please contact Stefan.latham@ed.act.edu.au for further information.

We request your consent for each of the services listed by ticking or circling the appropriate option, signing this form and returning it to be placed on record.

Yours faithfully,



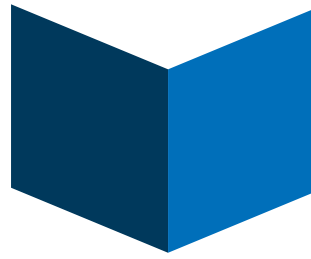
Dr. Michael Kindler
Principal

Learning

Endeavour

Respect

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Google Apps for Education

Student Privacy Information

Google Apps for Education provides students with access to twenty-first century learning tools to support their education, including student email. Google Apps for Education will also provide email services to students. This document provides information on the data collected during a student's use of Google Apps and Google's commitment to managing that data.

What data is collected?

Use of Google Apps will mean that student personal information and data will be collected by Google for the purposes of providing the Google Apps services to students. This personal information will include the student's given name, surname, student ID number and all personal information that is contained in a Google Apps service; such as information or data contained in a student's calendar or email (including text, images, photographs, sound and multimedia).

How is the data used?

Google stores and processes personal information solely for the purposes of providing the Google Apps service.

Google scans Gmail to keep its customers secure and to improve their product experience. In Gmail for Google Apps, this includes virus and spam protection, spell check, relevant search results and features like Priority Inbox and auto-detection of calendar events. Scanning to provide product features is done on all incoming emails and is 100% automated.

Google Apps services do not collect or use student personal information and data for advertising purposes or to create advertising profiles.

As part of providing its services, Google may also collect device information, log and location information as detailed in Google's Privacy Policy.



Google will only disclose this data at the direction of the ACT Education and Training Directorate or if compelled to do so by law.

Is the data secure?

Google is committed to protecting the privacy and security of all of their users, including students. Google has strong security systems in place to keep personal information secure, including an encrypted HTTPS connection.

Google's physical data centre access is restricted to authorised personnel and multiple layers of physical security are implemented. Google personnel are only able to access user data in extremely limited circumstances and subject to rigorous approval and oversight.

When is the data deleted?

Unless required by law, Google will delete Customer-Deleted Data from its systems within 180 days of the ACT Education and Training Directorate deleting a student's account.

Where is the data?

Google holds user data in its data centres that are located around the world.

Google Privacy Information

Google's approach to privacy, security and transparency with Google Apps for Education is available at <http://www.google.com/edu/privacy>

Further Information:

http://www.google.com/apps/intl/en/terms/education_terms.html

https://www.google.com/intx/en/enterprise/apps/terms/dpa_terms.html

<http://www.google.com/policies/privacy/>

ETD Privacy Information

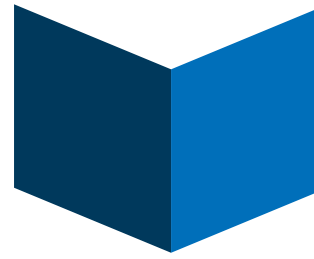
<http://www.det.act.gov.au/functions/privacy>



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Government

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www.det.act.gov.au



Microsoft Office 365

Student Privacy Information

Microsoft Office 365 (O365) provides students with access to twenty-first century learning tools to support their education. This document provides information on the data collected during students' use of O365 and Microsoft's commitment to managing that data.

What data is collected?

Users control the information that is transferred to, and stored by, Microsoft in O365. This may include text, images, photographs, sound and multimedia.

In addition, in the course of using the O365 service and in order to deliver the service, Microsoft's systems will generate some information such as logs about user access to the O365 services.

How is the data used?

Microsoft does not use this collected information to track users' online activities or build profiles for behaviour analysis or other commercial purposes.

Microsoft does not use, access or collect this data for any other reason other than to provide the Office 365 services to users - in particular, Microsoft will not use or disclose user data for advertising purposes.

The ACT Education and Training Directorate has ensured through its contract with Microsoft governing the delivery of O365, that there are a number of express commitments relating to user data. These include:

- Ownership of user data rests at all times with users, and not Microsoft.
- Microsoft will meet stringent international standards that are generally acknowledged as the benchmark for providers of Online Services

Is the data secure?

Physical data centre access is restricted to authorised personnel and multiple layers of physical security are implemented. Microsoft personnel are only able to access user data in extremely limited circumstances and subject to rigorous approval and oversight.

Microsoft use subcontractors to perform a variety of support services for O365. Examples of these include, physical hardware maintenance, technical support and facilities services (e.g. security guards at data centre locations).

Microsoft will only disclose data at the direction of the ACT Education and Training Directorate or if compelled to do so by law.

The O365 service incorporates a large number of privacy controls. Privacy controls are enabled by default for all customers of O365.

When is the data deleted?

Microsoft will remove all user and associated data from its systems when the ACT Education and Training Directorate removes a user account from the system.

Where is the data?

For the O365 service, user data is stored predominantly in data centres situated in Hong Kong and Singapore.

Microsoft Office 365 Privacy Information

Microsoft's approach to privacy, security and transparency with O365 is accessible at <http://www.trustoffice365.com>

Further Information:

<http://www.microsoft.com/en-us/twc>

<http://www.microsoft.com/contracts>

<http://www.microsoft.com/online/legal/v2/?docid=43>

ETD Privacy Information

<http://www.det.act.gov.au/functions/privacy>



www.det.act.gov.au



Permissions Note for Office 365 and Google Apps for Education

Please return this form once completed.

Student's name: _____

Parent or Guardian's Name: _____

I (please circle) consent | do not consent to the use of Google Apps for Education for my child.

I (please circle) consent | do not consent to the use of Microsoft Office 365 for my child.

I acknowledge that my child must act in accordance with the Acceptable Use of ICT Agreement when using Education and Training Directorate systems, including the use of the Directorate's systems outside of the school.

Parent/Guardian's Signature: _____

Date: _____

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Provider Details and Information	Consent Provisions
<p>Name of Provider: Parent Teacher Online (CountryNet Solutions) Type of Service: Online Parent/Teacher Booking System Website: http://www.parentteacheronline.com.au/ Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Class Enrolments • Parent(s) Names <p>Terms & Conditions Link(s): http://parentteacheronline.com.au/privacy-policy</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: AppSence Type of Service: Absence Tracking and Parent Communication System Website: http://www.appsence.com.au/ Student Information Provided:</p> <ul style="list-style-type: none"> • Name <p>Terms & Conditions Link(s): http://www.appsence.com.au/disclaimer-and-privacy/</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Schoology Type of Service: Educational Platform / Learning Management System Website: http://schoology.com/ Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Email address for communication purposes • Students create and submit content and within the platform <p><i>This information is provided directly by the student when they register with the service.</i></p> <p>Terms & Conditions Link(s): https://www.schoology.com/privacy.php</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Edmodo Type of Service: Educational Platform / Learning Management System Website: http://www.edmodo.com/ Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Email address for communication purposes (optional) <p><i>This information is provided directly by the student when they register with the service.</i></p> <p>Terms & Conditions Link(s): https://www.edmodo.com/corporate/privacy-policy https://www.edmodo.com/corporate/terms-of-service</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>

<p>Name of Provider: Mathletics / Spellodrome/Into Science (3P Learning) Type of Service: 24/7/365 Maths /English/Science tutorial and learning platform Website: http://mathletics.com.au/ http://spellodrome.com.au/ http://intoscience.com</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Year level in school • Class in school <p>Terms & Conditions Link(s): http://www.3plearning.com/privacy-policy/ http://www.3plearning.com/terms-conditions/</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Mathspace Type of Service: 24/7/365 Maths tutorial / learning platform Website: https://mathspace.co/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Year level in school • Class in school <p>Terms & Conditions Link(s): https://mathspace.co/public/privacy-policy/</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Glogster Type of Service: Multimedia poster/presentation tool Website: http://glogster.com/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Gender • Year level in school • Email address for communication purposes <p>Terms & Conditions Link(s): http://edu.glogster.com/terms-of-use/</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Grok Learning Type of Service: Web Platform for learning Computer Programming Website: http://groklearning.com/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Gender • Year level in school • Email address for communication purposes <p>Terms & Conditions Link(s): https://groklearning.com/privacy</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>

<p>Name of Provider: Treehouse</p> <p>Type of Service: Web Platform for learning Web Development</p> <p>Website: http://teamtreehouse.com/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Email address for communication purposes <p>Terms & Conditions Link(s):</p> <p>http://teamtreehouse.com/privacy</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: YOTS (Your Own Technology Survey)</p> <p>Type of Service: Survey tool for analysis of student technology access</p> <p>Website: http://www.yots.org.uk/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • First Name and surname initial* • Gender • Year level in school • Date of Birth* <p><i>* Used only for the purposes of uniquely identifying a survey response – not stored in plain text and cannot be read or retrieved.</i></p> <p>Terms & Conditions Link(s):</p> <p>http://www.yots.org.uk/legal/?ajax=true</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: SurveyMonkey</p> <p>Type of Service: Web based survey creation platform</p> <p>Website: https://www.surveymonkey.com</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Email <p>Terms & Conditions Link(s):</p> <p>https://www.surveymonkey.com/Monkey_Privacy.aspx</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Prezi</p> <p>Type of Service: Web platform for creating presentations</p> <p>Website: http://prezi.com/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Name • Email <p>Terms & Conditions Link(s):</p> <p>http://prezi.com/terms-of-use/</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>

<p>Name of Provider: Noteflight Type of Service: Web based music composition platform Website: http://www.noteflight.com/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> Email <p>Terms & Conditions Link(s): http://www.noteflight.com/legal#/terms</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Typing Web Type of Service: Web based typing tutorial Website: http://www.typingweb.com/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> Name <p>Terms & Conditions Link(s): http://www.typingweb.com/support/privacypolicy/</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Overdrive Type of Service: E-book and audiobook digital content provider Website: https://overdrive.com/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> Email Name School <p>Terms & Conditions Link(s): https://www.overdrive.com/fine-print/account-privacy-policy</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Adobe Digital Editions Type of Service: E-book and digital content provider Website: http://www.adobe.com/au/products/digital-editions.html</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> Email Name <p>Terms & Conditions Link(s): http://www.adobe.com/au/privacy.html</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>

<p>Name of Provider: Pathways (ACT Education and Training Directorate) Type of Service: Career planning and development support program for ACT Students Website: https://pathways.act.edu.au/</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Email • Name <p>Terms & Conditions Link(s): https://pathways.act.edu.au/privacy-statement</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>
<p>Name of Provider: Esri ArcGIS Type of Service: Web-based mapping tool Website: http://www.esri.com/software/arcgis/arcgisonline</p> <p>Student Information Provided:</p> <ul style="list-style-type: none"> • Email • Name <p>Terms & Conditions Link(s): http://www.esri.com/legal/privacy-arcgis</p>	<p><input type="checkbox"/> Consent</p> <p><input type="checkbox"/> Non-consent</p>

Some of the listed services are used only in specific classes and where students are not enrolled in those classes, information about the student will not be provided to the named third party.

Student's name:

Students Team Number:

Parent/Guardian's Name:

 Parent/Guardian's Signature